

CESAS-IM

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 25-1-21

17 January 1996

Information Management
CELLULAR TELEPHONE MANAGEMENT POLICY

1. Purpose. To establish policy, guidance, and responsibility regarding cellular telephone acquisition and usage.

2. Applicability. All employees in Savannah District and Field Office mission areas.

3. Reference.

a. District Policy 25-1-30, Cellular Telephone Management Policy (Appendix A).

b. CEIM-P Memorandum dated 30 Aug 94, subj: Cellular Telephone Management Policy (Appendix B).

c. Federal Information Resources Management Regulation (FIRMR).

d. Army Regulation 25-1, The Army Information Resources Management Program.

e. Cellular Telephone Acquisition Process Diagram, (Appendix C).

4. Policy.

a. Cellular telephones will be used for the conduct of official government business only. Cellular telephones will not be authorized for personal use, except in an extreme emergency, determination of such will be made by the Division Chief. Making unauthorized calls with the intent to later reimburse the government is strictly prohibited. Misuse of cellular telephones may result in criminal, civil or administrative action including suspension or dismissal. (See FIRMR 201-21.601(c) (3), 201-21.601(c) (3) (d) (i) and AR 25-1.)

b. All excessed or returned cellular telephone equipment should be coordinated through Information Management before being hand receipted to Logistics Management.

5. Responsibilities .

a. The District Engineer is responsible for :

(1) Ensuring that a review, approval, and managerial process is in place for all cellular telephone assets and service acquisition requirements/usage.

(2) Ensuring that cellular technology investment decisions are based on user requirements, cost considerations and appropriate financial analysis.

(3) Ensuring that physical and fiscal accountability of cellular technologies are determined at the Requestor or user level.

b. Information Management is responsible for :

(1) Ensuring local compliance with HQ/USACE Cellular Telephone Management Policy and make recommendations to the District Engineer and Executive Information Steering Committee (EISC), regarding cellular telephone technology implementation within Savannah District and Field Office locations.

(2) Performing Federal Information Processing Standards (FIPS) approval and providing technical assistance related to the acquisitions of cellular telephone technology.

(3) Maintaining a current Telephone Directory listing of all cellular telephone numbers, along with other pertinent data on the District's Local Area Network.

(4) Serving as District's staff experts on cellular telephone technology functions and capabilities.

(5) Reviewing cellular telephone usage and costs to provide updates to management quarterly.

c. Requestors are responsible for :

(1) Properly documenting cellular telephone acquisitions to obtain FIPS approval from Information Management. Submitting to Information Management a completed Requisition DA

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Form 3953-Purchase Request and Commitment (PR&C) Form, and a Requirement Analysis/Alternative Analysis (RA/AA) justification. The Information Management Automated SAS 41 Work Order Request will not be required for the acquisition of cellular telephones.

(2) Performing a market analysis to determine cost efficiencies to be realized in using this mode of communication for all large procurement requirements. Each procurement request for cellular telephone equipment and service will include costs for the equipment, maintenance, activation fee, monthly access charges, roaming charges, and optional features. Prior to any cellular telephone investment, a market analysis shall be performed and approved by management.

(3) Reviewing and approving their own monthly invoices for payment. Invoices or DA Form 1155-Receiving Reports will be mailed directly to the Requestor. Each Division Chief will be responsible for approving all invoices within their organization, but can delegate approval authority. Submit to Resource Management an approved and signed copy of the Receiving Report for payment of services.

(4) Monitoring the proper usage and possible misuse/abuse of cellular telephone equipment.

(5) Providing to Information Management a record of the new cellular telephone subscriber's name and telephone number, to be maintained in the District's Cellular Telephone Directory.

d. Logistics Management is responsible for :

(1) Reviewing the requestor's DA Form 3953-Purchase Request and Commitment (PR&C) Form to procure cellular telephone assets and determine that the item is authorized, can be obtained from a government source of supply. Ensuring that all required functional approvals have been obtained prior to submission.

(2) Ensuring that cellular telephone physical assets are managed under property accountability regulations. Cellular telephone equipment will be bar coded and hand receipted to the Requestor in order to maintain accountability.

e. Contracting Division is responsible for :

(1) Reviewing the Requestor's DA Form 3953-Purchase Request and Commitment (PR&C) Form and the required documentation, to obtain cellular communication equipment and service. Ensuring that FIP acquisitions comply with the FIRMR

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Part 201-39 and applicable contracting regulations before processing request.

(2) Ensuring each order reflects proper Accounting Classification number and Organization Code upon receipt. The order will be processed so that all invoices will be sent to the requestor for their review, approval and payment.

f. Resource Management is responsible for :

(1) Receiving and processing payments for approved receiving reports for cellular service.

(2) Ensuring that cellular service is properly identified in the U.S. Army Corps of Engineers Financial Management System (CEFMS) for reporting the District's fiscal accountability for each requestor.

3 Appendices

Appendix A - CEIM-P

Memo dated, 31 Aug 95

Appendix B - CEIM-P

Memo dated, 30 Aug 94

Appendix C - Diagram

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Commanding

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